



OPEN EXAMINATION
Staff Counsel
CONTINUOUS TESTING

OA42/5778 5HAAA



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the [Internet](#) and at the department noted on this announcement. Applications may be filed in person or by mail with:

	DEPARTMENT OF HEALTH SERVICES	(916) 552-8339
	SELECTION UNIT	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	MS 1300-1302	
	P.O. Box 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants of testing as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES:

Range A: \$3834 - \$4208 per month. This range shall apply to individuals who are active members of The State Bar of California and who do not meet the criteria for payment in Range B, C, or D.

Range B: \$4414 - \$4847 per month. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed one year of experience in a class with a level of responsibility equivalent to Staff Counsel, Range A, or who have evidence of satisfactory completion of one year of experience in the practice of law outside of State service performing duties equivalent to Staff Counsel.

Range C: \$5320 - \$6433 per month. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed one year of experience in a class with a level of responsibility equivalent to Staff Counsel, Range B, or who have evidence of satisfactory completion of three years of experience in the practice of law outside of State service performing duties equivalent to Staff Counsel.

Range D: \$5988 - \$7366 per month. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed two years of experience in a class with a level of responsibility equivalent to Staff Counsel, Range C, or who have evidence of satisfactory completion of five years of experience in the practice of law outside of State service performing duties equivalent to Staff Counsel.

Note: Experience in the "practice of law" is defined as only that legal experience acquired after admission to The Bar.

POSITION DESCRIPTION: Staff Counsel is a recruitment and development classification for persons qualified to practice law in the State of California. Incumbents are assigned progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D independently perform professional legal work of average difficulty.

Positions exist with the Department of Health Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: Membership in The State Bar of California. (Applicants must have membership in The State Bar of California before they will be eligible for appointment. Applicants who are not members of The State Bar of California but who are eligible to take The State Bar of California examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The Bar.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of training and experience weighted 100%. The [training and experience questionnaire](#) is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Health Services in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order:

(1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) service-wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. California [Law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379